



United States Department of State

U.S. Embassy Pristina

EXTERNAL VACANCY ANNOUNCEMENT
22/2013

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: ICITAP ADMINISTRATIVE ASSISTANT
OPENING DATE: DECEMBER 17, 2013
CLOSING DATE: DECEMBER 31, 2013
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-7(14,810.00 €)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Pristina is seeking a qualified individual for the position of **ADMINISTRATIVE ASSISTANT** in the Embassy ICITAP OFFICE.

Serve as the lead contact person for the ICITAP office at USEP with the responsibilities of providing administrative support:

- Make appointments and provide related logistical support for meetings for the ICITAP PM and /or APM and accompany them as necessary with local and internationals and interpreting as needed.
- Maintain the PM's and APM's calendar (set up appointments and arrange contacts)
- Interact directly with local officials on a regular basis.
- a) Drafting correspondence for the signature of PM and/or APM in English, Albanian, and Serbian and types reports and other correspondence.
- b) Maintain relationships with central and local government officials, international donor representatives, implementing partners,
 - Assist with scheduling of all visiting officials including appointments, transportation, lodging, and guest's lists for official functions, tracking responses, and overall organizational responsibilities.
- Handle all telephone calls incoming and outgoing as requested and directed, and assist in all communications, written or otherwise, requiring interpretation in Albanian, English and Serbian.
- Supervise, coordinate and detail the work assignments of language assistants on an ad-hoc basis
- Advise and assist all ICITAP program advisors and assistants in planning, organization and coordination of training events. This includes, but not limited to:
 - a) Coordinate the vetting process for all participants, with PM's and APM's approval
 - b) Maintain a schedule of the availability of classroom and conference room
 - c) Maintain a database of all ICITAP courses and all participants
 - d) Coordinates translation services for the trainings

- Serve as a principle coordinator for the SPSC training; this includes:

SPCS

School of Police Staff and Command (SPSC) - NORTHWESTERN UNIVERSITY (NWU) - Center for Public Safety

Coordinate with the NWU on the following arrangements:

- a) Instructor
- b) Training Material
- c) Instructor Travel and lodging arrangements
- d) Draft eCC
- e) Liaise with the Kosovo police POC regarding the training administrative information

The above arrangements are also done for the **ICITAP & EUCOM joint trainings**, which at most times are regional, bringing together attendees from various Balkan countries.

- Draft SOP on a wide range of topics;
- Prepare travel vouchers for PM and APM; Organize meetings, trainings/courses, conferences, workshops/seminars /donation events for

ICITAP

- Receive and assist visitors to the ICITAP Office at USEP and/or ICITAP Building.
- Maintain ICITAP Contact List, keeping list updated for the ICITAP and USEP Mission.
- Reply to official invitations addressed to the ICITAP PM and /or APM
- Prepare the list for end of year gratuities for the ICITAP.
- Coordinate ordering of office supplies, repairs of office equipment and printing services. Coordinate ordering of supplies requested and/or approved by the ICITAP from field advisors and program assistants.
- Drafts basic correspondence for country clearance cables, thank you notes, invitations and responses for ICITAP.
- Provide assistance to the ICITAP staff on drafting support letters, both for official and private use.
- Responsible for updating regularly
 - ICITAP Phone list,
 - ICITAP info for the ROL Calendar
 - ICITAP Face book calendar
- Updating and Preparing a welcoming package for new members of ICITAP.
- Arranging and coordinating with CLO TDY's for the ICITAP visitors at USEP or outside of USEP compounds.
- Conduct online research and prepare information obtained for the use of the ICITAP including compiling, arranging, editing, abstracting and summarizing for the most effective use. Monitors important breaking news from televised and printed reports.
- Assist in maintaining sensitive and unclassified reports, written and electronic, administrative files and as assigned. Performs other related duties as directed in support of the overall mission of ICITAP Program in Kosovo. Ensure smooth and efficient running of the ICITAP Office at USEP.

REQUIRED QUALIFICATIONS

Education: Bachelor Degree in the Arts, Humanities or Social Sciences field.

Prior Work Experience: Five years office management experience working for an international organization. Experience with host country government structures, institutions, political and religious leaders.

Language Proficiency: Level 4 English& Albanian. (Fluency in read/write/speak);

Level 2 Serbian (limited knowledge).

Knowledge: Must be aware of the procedures, processes and protocols of working in a US Embassy and a diplomatic mission. Specific knowledge of the Department of Justice ICITAP mission and objectives worldwide, the performance of ICITAP-Kosovo and the ICITAP personnel for correspondence purposes. Understanding of host country culture, ethnic populations, recent and past history, other international organizations/staff, and local customs.

Abilities and Skills: Office management, office supervision, personnel supervision, word processing, spreadsheets, special software applications (e.g. e-Country Clearance, Leahy, Face book posting, etc.), training procedures, law enforcement procedures, Embassy/Diplomatic protocols, host government protocols.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

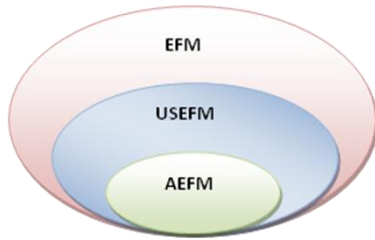
Hand deliver to:
HUMAN RESOURCES OFFICE
U.S. EMBASSY PRISTINA
RR. NAZIM HIKMET NR. 30
10000 PRISTINA, KOSOVO

CLOSING DATE FOR THIS POSITION: DECEMBER 31, 2013 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved [Form OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan ([AIT](#)), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).